

Chapter 6

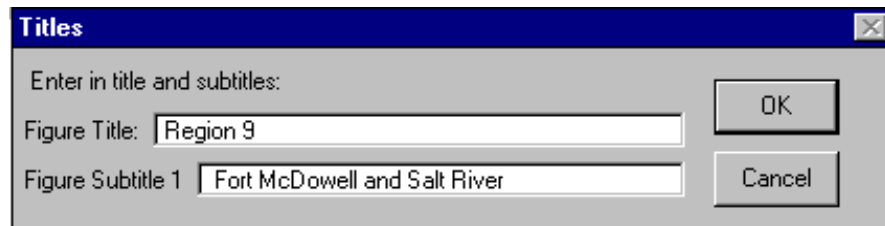
Printing Layouts

Layouts are ArcView documents that capture the map display area of your View and present it in a formatted map layout. ArcView Layouts can include a legend, a scale and other map composition elements. When printing a layout, it is recommended that you use a color printer; black and white maps may be difficult to interpret.

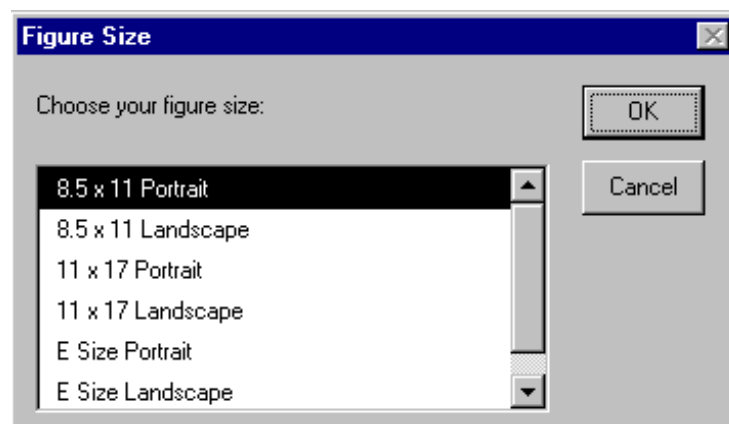
6.1 PRINTING AN ARCVIEW LAYOUT (FORMATTED MAP)

To print a formatted map which includes a legend, scale, EPA logo, and titles, follow the steps below.

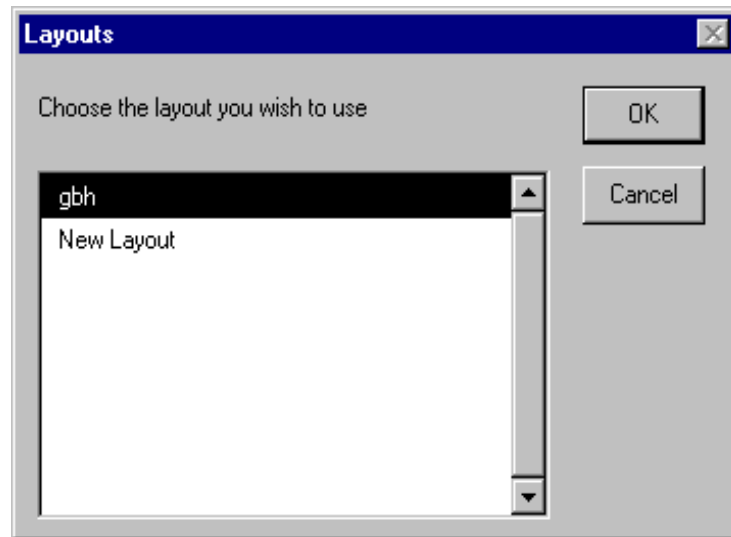
1. Click the Print button on the tool bar in the View window. The Titles screen appears.



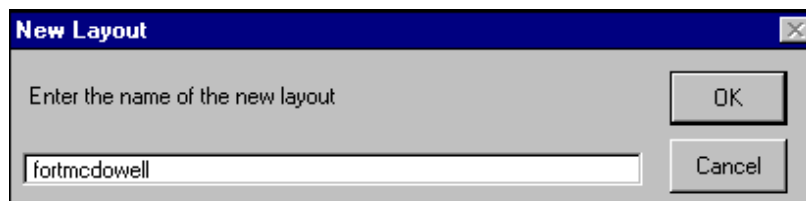
2. Type in a Figure Title, and a Figure Subtitle if desired. Click [OK]. The Figure Size screen opens.



3. Highlight the format you would like and click [OK]. The Layouts screen opens.

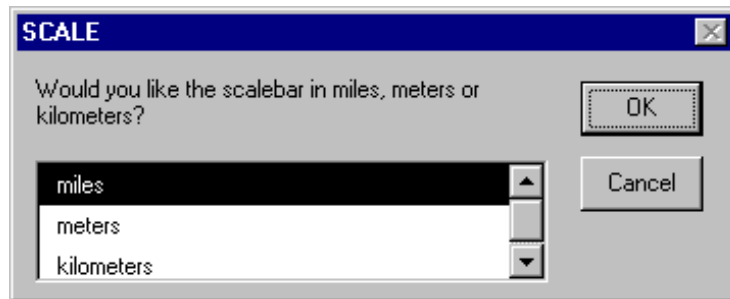


4. If you select "New Layout", the New Layout screen opens. You are prompted to name your layout.

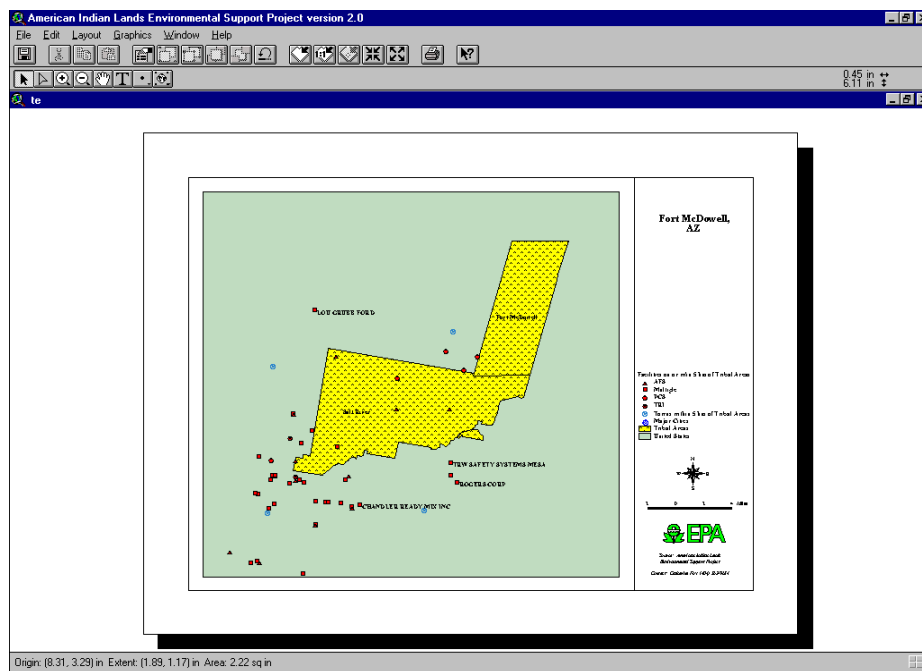


5. Alternatively, you may highlight the name of a previous layout in the Layouts screen. You may then overwrite it with the current layout.

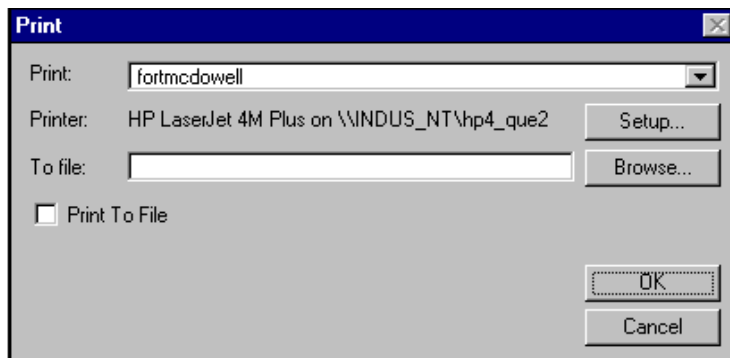
- Click [OK] in the New Layout screen or the Layouts screen; the Scale screen opens.



- Select the scale units you would like, miles, meters, or kilometers, and click [OK]. The Layout window opens.



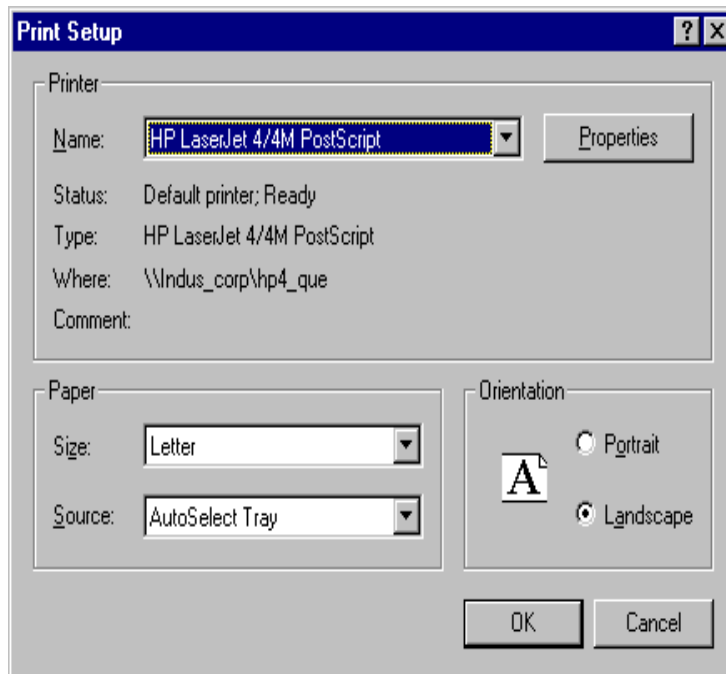
8. If the map is acceptable, click the print button on the toolbar. The Print screen appears.



9. The print screen indicates your default printer. If you need to change your printer, click the Setup button (refer to the Print Setup Section below). If you are using a PostScript printer, verify that the PostScript Interface is set to "ArcView Enhanced," and the Resolution is set to "300." Make sure that you match the page size to an appropriate printer.
10. Click [OK] to print. Your map includes the data on the interactive map display, the user-supplied title, legend, scale bar, north arrow, EPA logo, and the date the map was created.
11. To return to the View document, close the Layout window using the control box or select the View document from the Window menu. To save your layout, you must save your project. Your map is saved with the name you specified in the Layouts screen. You may access saved layouts again by clicking the Layout icon from the project window and selecting the layout you want.

6.2 PRINT SETUP

1. To ensure that you are set up to print correctly, select “Print Setup” from the File menu. The Print Setup screen opens.



2. In the Print screen, select the correct printer from the Name drop-down list. Choose Portrait or Landscape orientation. Setting the orientation now will set the default for printing a map with no formatting directly from the View window.